

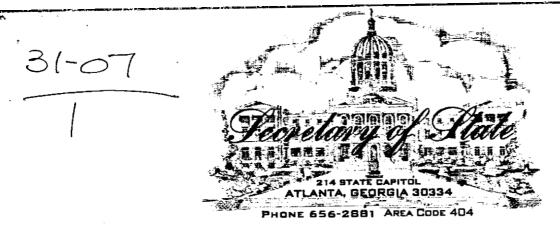
APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-! for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Georgia Department of Corrections	Application Number
	Food and Farm Division	79-A
Application Number	Industrial Operations/Programs	Date Received Date Completed
Tupination rannoa	2 Martin Luther King Jr. Dr.	APR 2 3 1986 MAR - 4 1987
	Atlanta, GA 30334	
2. Person to Contact	Working Title	Telephone Number
Susan Davis	Records Management Offi	cer 656-5561
3. Action Requested		
	Schedule; record will continue to accumulate.	·
	ecumulation; no further accumulation anticipated.	
	No. 79 (03/10/72) Check One: Change; Superced	
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if di	rrerent)
1979 present	Corrections Master Food Reports	
6. Division and Office Function	What is the function of the Division and the Office in	which this record series is created?
to all units of	e Section provides technical guidance and the Department of Corrections to assure a erly prepared, for inmates and staff at mi	dequate food for good
·		
	·	PURCHASING
•		APR 10 1986
		ADMIN/SUPPORT
7. Record Series Description	This file contains the following documents (include form no Attach samples of the file.	imbers and titles, if any):
	eping an inventory control over the foods ions to give the inmates a nutritionally b	
-	ter print-out generated by the daily trans	actions as reported from
	int-out generated by all activities monthl ORFS-7 thru ORFS-37.	y, one quarterly, and
r .		
	*************************************	·
File is arranged: by mont	th generated in.	
<u> </u>		
8. Monthly Reference Rate	How often are records referred to which are:	
One to six months old2	; Seven to twelve months old; Thirteen t	o twenty-four months old;
twenty-five months and olde	··	
9. Annual Rate of Accumulation		
Letter-size drawers	; Legal-size drawers; Shelves;	Other (specify)

Х	If not, where is	it?		
Х			requiring security handling? If yes, cite law or regulatio	n.
X	c. Is this a vital rec	ord?	<u> </u>	
Х		have historical or long term resea	rch value?	
			necessary to keep the entire file for a long period, could t	hese
X		heduled separately?	·	
Х		•	ublished? If yes, attach copy.	
X	If yes, attach co	ру	nalyzed and/or recorded in a summarized report?	<u></u>
X	h. Is there a duplic If yes, where?	ation of this series in your office State Institutions.	, or in another office or agency?	
X			microfilmed?	
X	•	series result in a computer printe		
11. Reten	tion Requirements	= -	s the series to be kept:	ne i engles en la
a. Sta	te Law	years.	d. Audit period	years.
	tute of limitation		e. Administrative need	years.
c. Fe	deral law	years.	f. Federal retention instructions	
Attacl	copy or excert of lav	vs or regulations. Explain admin	istrative need.	•
≰Anπual	reports needed	for 3 year period to	satisfy state audit and administration	and
	planning purpo	-		ļ
_				
12 Appro	ved Disposition Instru	ctions This agency recomme	ands that the file series be cut off at the end of each:	
12. 14			Fiscal Year; \(\bar{\text{See below}}	
,				·
		area month(s)		
		area; holdyear(s);		
		ls Center; holdyear	(s); then	
	stroy.	es for permanent retention.		
	her <i>(Specify)</i>	es for permanent retention.		
	ner jopoony,			
Daily T	Transactions Co	mputer Printouts: Cut	off file at end of each month; hold i	n current
files a	are until month	ly report is verified;	then destroy.	
v. 533.	inglication and	The enterior of the state of the state of		51
		off file at end of ea t is verified, then de	ch calendar quarter; hold in current f	iles area
uncii (quarterly repor	t is verified, then de	stroy.	
Ouartei	lv Reports: C	ut off file at end of	each fiscal year; hold in current file	s area
		s verified, then destr		
A	Donasta. Cut	off file of and of ago	h fiscal year; hold in CFA 3 years, th	an daatray
willing t	reports: out	orr rire at end or eac	n iiscai year, noid in ork 3 years, th	en destroy.
These	instructions apply to	all prior and future accumulation	ns of the series.	
	e ve š			
Agency He	aad/Designee (Signati	ure) Date	Records Management Officer (Signature)	Date
			() ·	
ZXu	TY	1 Aprils &	Selvin Claves	4/5/86
r `			State Records Committee (Signature)	Date
	ndations in para-	."	1018-	22201
	re approved.	State Auditor/Designee	MASTELLO	000
of explana	oved, attach letter tion.)	Secretary of State/Designee	Edward Weldon	2/18/87
1		Attorney General/Designee	1 MAhren	3/3/49
L	Rev. 76		evers Side)	11/11/11



DEPARTMENT OF ARCHIVES AND HISTORY ATLANTA, GEORGIA 30334 DIRECTOR 656-2358 INFORMATION 656-2381 AREA CODE 404

March 10, 1972

SUBJECT: Records Disposition Standard

State Board of Corrections, Inmate Administration ATTN: Mr. William Lowe

Enclosed (are) (WW) approved Records Disposition Standards for the following files:

INCOMING-OUTGOING TELETYPE MESSAGE FILE STATE INSTITUTION'S CULINARY SUBJECT REPORTS FILES

- 2. The following actions will be taken to implement the approved standard:
 - Place the disposition standard on the file folder, file drawer, file cabinet or other type of container in accordance with the following example and enclosed labeling procedures:

Cut off at the end of each Calendar Year, hold in current files area one (1) year, then destroy.

- Transfer files to the records center, archives or dispose of them in accordance with the approved standard.
- Report surplus files equipment to this office.
- 3. Questions concerning implementation of the approved standard should be referred to this office (656-2379 or 2380).

John F. Dunn

State Records Management Officer Original

Archives and Records Building

Atlanta, Georgia 30334

IN SUSPENSY

FILE

AR-50-71, Form for Disposition Standards Enclosures:

Labeling Procedures

Form: AR-50-71

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE 1

) I -		separate instructions	- •	FOR RECORDS MANAGEM	ENT DIVISI	ON USE	•	
		his form. Sign origin	- 1	Date Received	Applicat		Date Com	
2. Agency Application No.	d forward to Departme	ent of Archives and Bi	istory, Attention:	0 107	2 11	2 V	MAR 10	1972
,	oords Hanagement Offi			MAR 8 197		, 		
3 AGRECY, Division, Subdivision & Admir	nistering Office Addr	ess		Person to Contact				
Board of Correction	ns - Rm.	815	:	. •				
Administrative Ser			n Div.	DEC	INA G	MA.TGA	D	
270 Washington St.					TNY G			
Atlanta, Georgia 3	U334			5 Working fitte	_	6.1	el. To.	
	VJJ4			Steno II	Ι	6	56-379	90
7.ACTION REQUESTED							-	
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RECORD WILL COM			MO EI	URTHER ACCU	MIII.A T	TON A	די די דית מו	יים חסות אם
				JETHER ACCO	MODAI	TON A	INTLOT	LWIED.
8. Inclusive Dates 9	ELACT SERIES TITLE							
			الدك	iect				
67-present	State Inst	itution's c	ulinary r	eports files				
O What function performed resulted in c	reation of this ser	ies	<u> </u>					
The purpose of thi			organizo	and direc	+ +ha	onti	ro fo	. a
annia program fo	a the Dece	s co pran,	organize,	and direc		CHICI	TE TO	JQ.
service program fo								
tutional units and								ents
policies, procedur								
This office manage								
the operation to i	nsure adeq	uate standa	ards of pe	rformance,	qual:	ity o	f food	ī,
service and sanita	tion are m	aintained.	. –	•	_	_		
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DESCRIPTION OF SERIES - Include Porm	W. B. W. BAND. TA		· · · · · · · · · · · · · · · · · · ·	Α				
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These files are ke								
food cost reports,								
reports, and other	s - These	reports an	re reviewe	ed and chec	ked a	s the	y come	Э
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12. RQUIPMENT OCCUPIED	No. of Drawers	Cu. Pt. of Records			No. of	Drawers	Cu. Ft. o	f Records
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12. RQUIPMENT OCCUPIED Letter-size File Dravers			ANNUAL RATE	OF ACCUMULATION				
والمرابع والمرابع المرابع المرابع المرابع والمرابع والمرابع والمرابع والمرابع والمرابع والمرابع والمرابع	No. of Dravers	Cu. Ft. of Records	AWWUAL RATE	OF ACCUMULATION	1/	2	3/	4
والمرابع والمرابع المرابع المرابع المرابع والمرابع والمرابع والمرابع والمرابع والمرابع والمرابع والمرابع				OF ACCUMULATION	1/ In Off	2	3/	
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Letter-size File Drawers			Ploor Space Occu	·	1/ In Off	2	3/	4
Letter-size File Drawers			Ploor Space Occu	ipied (Square Feet)	1/ In Off	2 ice(s)	3/ In Stores X	4 e Ares(s)
Letter-size File Drawers			Floor Space Occu	ipied (Square Feet)	1/ In Off	2 ice(s)	3/ In Stores X	4 e Ares(s)

QUESTIONNAIRE Place an	"x" in the proper column. If answer is "IES," please explain	YES	NO1
13. Is this the Record	Copy of the series?	[k]	(1,
14. Is there a duplicat	ion of this series in another office or agency?	[]	Ы
15. Is the information	contained in this series ever summarized or published?	[]	₩ №
16. Does the series con	tain classified information requiring security handling?	[]	R
17. Does the series doc	ument policies and procedures of agency's operation or function?		[x]
18. Could the function Institutions kee	be performed if the files were lost or destroyed?	[]	[]
	ajor portion of it) regularly microfilmed? If yes, why?	[]	[x]
20. Does the record ser	ies provide data as input to an EDP file?	[]	[x]
21. Does the record ser	ies contain documentation produced as EDP printout?		[x]
22. Is the series affect	ted by Federal or grant funds? ? ?	[]	M
23. Will there be a nee	d for these records 10, 15 years from now? If yes, what?	11	Ŋ
24. REQUIREMENTS. The	following requires the files to be kept		· ·
a.[]STATE b.[]STATUT LAW LIMITA (Cite L		RICAL	
	No requirement		
25. AGENCY RECOMMENDATION of each -[]CALENDA	ONS. This agency recommends that the file series be cut off at R YEAR - MFISCAL YEAR -[]OTHER	the e	
A.[]Destroy immedia B.[]Hold in cur 1 k]De	rent files areamonth(s)/_ 1year(s), then:		:
	[]Transfer to records center; holdyear(s), then: a []Destroy.		
·	<pre>b []Transfer historical material to Archives; destroy remainder.</pre>]
	destroy remainder. stroy after audit (oryear(s) after audit).		
C.[]Hold in current D.[]Hold in cur	destroy remainder. stroy after audit (or	ently	•
C.[]Hold in current D.[]Hold in cur E. 1 70ther D	destroy remainder. stroy after audit (or	ently ruct	ion
C.[]Hold in current D.[]Hold in cur E. 1 70ther D XX i	destroy remainder. stroy after audit (or	ruct	ion
C.[]Hold in current D.[]Hold in cur E.\$\fomation{\text{T}}\text{Other D} XX i (Indicate briefl) Keep for c	destroy remainder. stroy after audit (or	ruct	ion
C.[]Hold in current D.[]Hold in cur E.\$\fomation{\text{T}}\text{Other D} XX i (Indicate briefl) Keep for c	destroy remainder. stroy after audit (or	ruct	ion
C.[]Hold in current D.[]Hold in cur E.XOther D XX i (Indicate brieft) Keep for (destroy remainder. stroy after audit (or	ructs):	ion
C.[]Hold in current D.[]Hold in cur E.\$\foat\text{X}\text{Other D} XX i (Indicate brief) Keep for c	destroy remainder. stroy after audit (or	ruct 6): Acer D Colored 7/ 7/ 7/ 7/	ion
C.[]Hold in current D.[]Hold in cur E.XOther D XX i (Indicate briefl) Keep for c 26. Inventory taken by Waved E. Wright	destroy remainder. stroy after audit (or	ruct s): leer p z/ Date 3-8	ion
C.[]Hold in current D.[]Hold in cur E.XOther D XX i (Indicate brief) Keep for c 26. Saventory taken by Navid E. Wright Recommendations	destroy remainder. stroy after audit (or	ruct Bate J Date 3-8 Date	ion

TOTAL TOTAL STATE CAPITOL ATLANTA, GEORGIA 30334

PHONE 656-2881 AREA CODE 404

DEPARTMENT OF ARCHIVES AND HISTORY ATLANTA, GEORGIA 30334

> DIRECTOR 656-2358 INFORMATION 656-2381 AREA CODE 404

March 10, 1972

SUBJECT: Records Disposition Standard

TO: State Board of Corrections, Inmate Administration ATTN: Mr. William Lowe

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John F. Dunn

State Records Management Officer Archives and Records Building Atlanta, Georgia 30334

Enclosures: 1. AR-50-71, Form for Disposition Standards

2. Labeling Procedures



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Department of Archive Attention: Scheduling S	Publication No. 76—RM—1 for instructions on completing the sand History, Records Management Division, 330 Capitol Section.	nis form. Forward signed original to Avenue, Atlanta, Georgia, 30334,
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Georgia Department of Corrections	Application Number
Transport of the second	Food and Farm Division	
Application Number	Industrial Operations/Programs	Date Received - Date Completed
Application Number	2 Martin Luther King Jr. Dr.	Date Received Date Completed
	Atlanta, GA 30334	APR 2 3 1986
2. Person to Contact	Working Title	Telephone Number
Susan Davis	Records Management Offi	cer 656-5561
3. Action Requested		
a. 🖪 Establish Retention S	Schedule; record will continue to accumulate.	
b. Dispose of present ac	cumulation; no further accumulation anticipated.	· ·
c. Amend Application	No. 79 Check One: Change; Chuperced	
4. Dates of Series	5. Records Series Title (followed by title used in office; if di	
Earliest Latest		
1979 present	Corrections Master Food Reports	un un est est
6. Division and Office Function	*	Which this record coving is consect?
and office rungeof		or una record series is Greated?
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	eeping an inventory control over the foods tions to give the inmates a nutritionally b	
<u> </u>	oter print-out generated by the daily trans	sactions as reported from
	rint-out generated by all activities monthl ORFS-7 thru ORFS-37.	ly, one quarterly, and
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File is arranged: by mont	AS	SSUBMITTED
	How often are records referred to which are:	
One to six months old4	; Seven to twelve months old; Thirteen t	
twenty-five months and older		्रा कृत को एक है। अस्ति 🤰
9. Annual Rate of Accumulation		
	The second of th	Other (specify)
<u> </u>	*	* •
AR-50-71; Rev. 76	(Over)	

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)(2)(1) X			ntial information	requiring security handling?_If yes, cite law or regulation	n
	X	c. Is this a vital recor			Section 1997	i in the contract
	X	d. Does this series ha				
	X	documents be scho	eduled separat	tely?	necessary to keep the entire file for a long period, could the	्ड क्रीस्टिं
	X			;	ublished? If yes, attach copy.	Service Services
X	1.	If yes, attach copy	<u>, 1-100-100</u>		nalyzed and/or recorded in a summarized report?	
X		If yes, where?	State Inst	titutions.	e, or in another office or agency?	
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		j. Does the record se			out?	
11.	neten	tion Requirements	ine	Lonowing require	is the series to be kept:	
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-	b. Sta	tute of limitation		years.	e. Administrative need	years.
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		் அம்படியும் இரு இரும் இரும். இது இருக்கு இது இது இருந்தி	o o o ser teorita. Historia	ers were bei 1977 is Belief in die 1980	က်ချင်းစားပြုမှ (၁၉၀) ကိုမှာသည် စာပျိုမှာ သည် အချိန်မှာ သို့ မြောင်းများသည်။ (၁၈၂) ကို ကို ကို ကို ကို အမည်သည်တစ်စည်း (၁၉၂) (၁၉၂) (၁၉၂)	gest and regarded of the first control of the first
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Archival Appraisal Statement

Georgia Department of Corrections, Food and Farm Division

Series: Corrections Master Food Reports

This schedule covers computer generated reports showing various statistics about the foodstuffs that are provided for inmates of the State's prison system. There are monthly, quarterly, and annual reports.

The schedule does not say anything about the informational content of the reports and the required file samples are not attached. But I don't believe I need to know more in order to do an archival appraisal in this instance. I see no enduring value to this series. (Some archivists would contend that the series should be preserved at least to some degree in order to give an insight into the quality of treatment of prisoners from a nutritional viewpoint. I don't think this is worth the trouble.)

Except for the annual reports, which are scheduled for three year retention, the reports will be destroyed as soon as the information is incorporated into another report. I do wonder if the three years is sufficient time from a legal standpoint. The Georgia prison system until a year or so ago was managed by a court ordered Federal administrator on the grounds that prisoners were ill-treated. The nature of the present times is that there very likely will be future suits charging the same.

- 1. Would these reports likely be needed for the Department to defend itself from charges of mistreatment of prisoners by not properly feeding them?
 - 2. If yes, would the three year retention be sufficient and prudent?

Of course, these are only computer printouts. The data is, supposedly, still in computer memory and could, therefore, be reproduced whenever needed. Even so, the questions posed above are beyond my ability to answer. The matter is properly in the purview of the Law Department.

I also wonder if this schedule should also include disposition instructions for the data stored on the computer tapes. Again, this is not my decision to make.

I trust that the above points will be considered by others and if changes are necessary, I am confident they will be made. As for myself,

Harman Smith Fabruary 18, 1987

I recommend approval.

Vx, 16, 860423.01, Harmon Smith, 2-18-87 361

INITIAL APPLICATION EVALUATION CHECKLIST

PROCE	ESSIN	CONTROL NUMBER 860423-01
AGEN	Y NA	E CORRECTIONS/FOOD AND FARM DIVISION/INDUSTRIAL OPERATIONS
		/PROGRAMS
SERIE	מוץ פב	LE CORRECTIONS MASTER FOOD REPORTS
YES	МО	
1		1. ALL ITEMS COMPLETED
	~	2. SAMPLES ATTACHED
1		3. ONLY ONE SERIES OF RECORDS SCHEDULED
<u> </u>		4 COMPARED WITH PREVIOUS SCHEDULES FOR SAME ORGANIZATIONAL UNIT
1		8. ACTION REQUESTED AGREES WITH DATE OF SERIES
		6 ESTIMATED RECORD VOLUMES IDENTIFIED
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ブリリ	,	2. FEDERAL RETENTION REQUIREMENTS CITED WHEN APPLICABLE
		3. ADMINISTRATIVE REFERENCE REQUIREMENTS/ REFERENCE RATE ANALYZED IN TERMS
		OF PROPOSED RETENTION REQUIREMENTS
- _		4. DISPOSITION PROVIDED FOR ALL COPIES (OF SERIES) COVERED BY APPLICATION INCLUDING MICROFILM, COMPUTER PRINTOUTS, ETC.

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